

## **FACULTY AFFAIRS COMMITTEE MINUTES**

### **SEPTEMBER 8, 2020**

In attendance: Dr. Sterling Claypoole, Carol Mitchell, Jana Wright, Justin Murphree, Dr. Cynthia Meyer, David Carty, Lillian Ellen, Dr. Carolyn Langston

- I. Dr. Claypoole called the meeting to order at 5:24  
Carolyn Langston was elected secretary.
  
- II. Old Business
  - a. Some items needed for the Faculty Handbook have been discussed and need to go before Academic Standards Council. Susan Spicer suggested the Committee get one member to polish it off in a week or two and be ready for Academic Affairs Council at its next meeting. Carol Mitchell volunteered to help Susan.
  
  - b. The Committee needs to address the faculty class readiness problem. Criminal Justice classes were not ready to begin due to instructor's illness. Dr. Claypoole believes we will have a similar incident in the future and need to be ready. Dr. Meyer asked for clarification of what is acceptable for being prepared for someone to take over a class. Dr. Claypoole said we will work to make that determination. We need to develop a working plan for the semester for each class. Today Dr. Claypoole just wants to make the committee members aware of the issue and the need to avoid the chaos that can ensue when an instructor becomes disabled. Two years may be needed to reach that goal of preparedness. Dr. Claypoole will consult the administration at El Dorado High School to determine what they are doing.
  
  - c. Deans need to have access to each course on Blackboard. Dr. Meyer said her dean should have access at any time.
  
- III. New Business
  - a. The committee selected the third Thursday at 4:15 as the regular meeting time and date. Dr. Claypoole will contact the members to remind them about the meeting. He will always send a Teams link.
  
  - b. There is some concern among Committee members about faculty morale. It was the opinion of some members that we need our administrators out seeing faculty members and students on campus. We may want to have a Halloween party this year to boost morale. Lillian Ellen is having a Halloween buffet. Dr. Meyers said we need our mentorship program back. Dr. Claypoole suggested a spotlight on one person each week from each group of faculty, staff, and administration. People appreciate a pat on the back. Some members discussed the idea of wearing a college shirt one day each

week. Dr. Claypoole suggested that each member ask division members what they suggest to improve morale. Reading a book together may be a consideration for improving employee morale. Dr. Claypoole will send an email to faculty asking what they want to see to improve morale.

IV. Future topics to be studied included the following:

- a. Class size limits need to be observed by administration.
- b. Faculty advising needs to be developed.
- c. Professional development committee needs to be revised. We may need a weekly training in Collaborate. Dr. Claypoole suggested that it would be a mistake to push us to BB Ultra in the middle of this semester.
- d. Dr. Claypoole suggested that there needs to be a checks and balance procedure to deal with faculty emergencies.

Meeting adjourned on Dr. Meyer's motion at 6:20.

Minutes submitted by  
Carolyn Langston, Secretary